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12 August 1953

EYES ONLY

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : General Services

In further reference to your memoranda dated 22 July and 10 August 1953 on your proposal to transfer the functions of General Services to other Agency components, the following comments are submitted as requested:

1. The basis for your proposal as stated in the referenced memoranda is your belief and assumption that a more efficient operation and a savings in personnel and money will result from such action.
2. As stated in your memorandum dated 22 July 1953, a detailed examination has not been made to support your assumption.
3. We recommend that the following be considered in arriving at a decision on the proposal:

a. Organizational Clarification

Functions of General Services, Logistics, and the Comptroller be reviewed in conference with the people now responsible for these functions, as well as the people who would assume the responsibilities.

b. Performance Review

Review the performance of General Services in carrying out present functions in comparison with accomplishments when said functions were at one time or another the responsibilities of other organizational components.

- (1) Accomplishments in Records Management, as compared to performance when these functions were assigned to the Advisor for Management and the Assistant Director, OGD.
- (2) Accomplishments and performance of Machine Records function against performance when this function was the responsibility of the Special Support Staff.

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Acting Deputy Director (Administration)

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- (3) Performance review of the Printing and Reproduction Division as to establishment, supervision, growth and services rendered.
4. We believe that a study of the proposal should be made to determine that such action will verify and support the assumptions of (1), a more efficient operation, (2) savings in personnel, and (3) savings in money.
  5. A review of the reorganization in August, 1952, whereby the Transportation and Real Estate functions were transferred from General Services to Logistics, will indicate, I believe, that such action did not result in savings in personnel and money. To the contrary, I believe a review will show there was a considerable increase in and upgrading of personnel without a comparable increase in workload.
  6. Approximately 10 months after Transportation was transferred to Logistics, it has been determined that the Travel function should now be performed by the Personnel Office. I know that during the 10-month period considerable time was given to the study of this matter, which may have been avoided if an examination of functions and performance, as we are suggesting on the subject proposal, had been made prior to the reorganization.
  7. For your consideration, I am attaching hereto a history of the organizational concept under the DD/A, particularly as is related to Services and Logistics. Such a history, we believe, supports our recommendation that a detailed study of the proposal should be made prior to rendering a decision.

/s/

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Chief, General Services Office

ANNEXES:

Appendix A - Organizational History

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